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ABSTRACT

This survey was conducted in the Winter of 1974/75 to determine the procedures used at libraries for dealing with United Nations publications. Libraries were categorized on the basis of whether United Nations materials were integrated into the main collection or maintained separately. Analysis of the 88 responses to the survey questionnaire indicates that while there are no preferred methods for handling these materials, many libraries are dissatisfied with present procedures. Appended are: (1) the survey instrument, (2) a list of responding libraries, and (3) samples of cards utilized by various libraries for cataloging United Nations documents. (STS)

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UNITED NATIONS DOCUMENTS: A STATE OF THE ART SURVEY

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This survey represents an attempt to discover what libraries are and are not doing in their handling of United Nations publications. The survey was conducted in the Winter of 1974/75 and had as its main goal an evaluation of our own library's procedures for dealing with United Nations publications. In the belief that others may want to similarly review their methods for handling these materials, we decided to collate our responses and publish this report.

METHODOLOGY

Our questionnaire (see attached sample, Appendix I) was sent to 106 libraries including forty-one which were listed by the U.N. as depositories in 1973. No effort was made to construct a scientific sample. The libraries contacted are located throughout the United States (excluding Alaska) with emphasis placed on college/university and large public collections. Our response rate was a high 83 percent; eighty-eight libraries replied (see attached list) including thirty-five U.N. depositories.[1] In addition to responding to the questionnaire itself, librarians sent us sample cards (see Appendix III for samples), helpful hints, and (unfortunately for us) many requests for advice on how best to handle these materials.

In evaluating the responses received, we discovered a problem area in our questionnaire. Our difficulty arose in interpreting replies to

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1 Since two of the libraries surveyed are not continuing to build their U.N. collections, their responses have been excluded from this report.

question five, "Do you catalog UN documents?" The intent of this question was to distinguish between those who integrate U.N. publications into their main holdings versus those who maintain a separate collection. We failed to realize, however, that "cataloging" a collection may have nothing to do with whether or not it is integrated with the main holdings of a library. Consequently the intent of our question was not clear. Although we have attempted to elicit the desired information from replies to questions six through eleven, in five cases this was not possible, and so we have excluded the responses of these libraries. We have also excluded any ambiguous answers which were received elsewhere on the questionnaire. Finally, the open-ended nature of many of the questions often made neat tabulations difficult. Rather than resort to an arbitrary classification of responses which might be misleading, we will present many results in terms of overall trends and not in concrete numbers.

SIZE AND CONTENTS

Responding libraries classed collection size as: small, 2 (1000 volumes or less); medium, 15 (between 1000 and 3000); and large, 63 (over 3000). The remainder either do not keep separate records for U.N. holdings or did not replay.

All libraries who responded receive printed U.N. documents: 52 receive mimeographed materials, and 39 subscribe to the Readex Microprint collection of U.N. documents. Table I indicates the various combinations of materials received broken down by collection size.

TABLE I

Type of Material Received by Size of Collection

	Printed	Mimeographed Printed	Microprint Printed	Microprint Mimeographed Printed
Small	1	1		
Medium	11	3	1	
Large	8	20	7	28
No Response	3		3	

ACQUISITION

Thirty-five U.N. depository libraries replied to our survey: thirty full (libraries receiving both printed and mimeographed material on deposit) and five partial (libraries receiving printed materials only.) From our original 1973 list of U.N. depositories, thirty-four libraries responded. Since 1973, however, two had dropped their depository status.

Of the fifty-five non-depository libraries responding, fifty-four receive their documents primarily through a standing order. Slightly less than half of these place individual orders as well. One library did not respond to the question.

ARRANGEMENT AND ACCESS

Because of our particular interest in separate U.N. collections such as our own, we divided the eighty-three questionnaires with clear responses in this section along the lines of separate versus integrated collections. Viewed in this light, it was possible to identify four

main categories of libraries: Category I: all U.N. documents (with the possible exception of mimeographed materials) added to the main collection--twenty-one libraries; Category II: a substantial number of U.N. documents integrated into the main collection with a variety of publications separately maintained--ten libraries; Category III: an essentially separate collection with only selected documents or one category of documents integrated into the main collection--twenty-six libraries; and Category IV: a separate U.N. collection--twenty-six libraries.

Category I: Libraries with integrated U.N. materials with the rest of their holdings span a range in a size and contents (see Tables II and III). While the libraries in this category merge printed U.N. publications with non-U.N. materials, mimeographed documents are generally arranged by U.N. document symbol in a separately maintained collection. Only four libraries in this category receiving mimeographed material indicated no special provision for it.

Although the libraries in this group presumably have access to their U.N. materials through traditional cataloging (most claimed full descriptive cataloging), several also maintain special records for their U.N. Publications. These include checklists by U.N. document symbol, sales number, or checklists for official records. One library maintains an agency/title list for its uncataloged backlog.

Fourteen libraries in this category cited use of printed U.N. indexes (especially UNDEX, formerly the U.N. Documents Index) for additional subject access to their holdings. Two mentioned use of the relatively new, privately published IBID as well.[1]

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[1] International Bibliography, Information Documentation (IBID), New York, R.R. Bowker Company and Unipub, Inc., 1973 to date.

Category II: Libraries integrating most U.N. publications: The ten libraries in this group also include a range in size and contents (see Tables II and III). Generally libraries in this category merge all significant sales publications and periodicals with the rest of their holdings but maintain a separate collection of official records and some a separate collection of sales pamphlets and periodical titles of marginal usefulness. Several libraries in this group are moving toward a more comprehensive separate U.N. collection and have plans to place new periodicals or sales publications in it.

Uncataloged official records are normally arranged by issuing body, session, and then by category of publication: e.g., General Assembly, 29th Session, Plenary Meeting Records. Two libraries in the group try to shelve supplements with the same title together by cataloging them as a series, or by shelving them alphabetically by title in a separate collection. Within Category II, U.N. periodicals are generally treated similarly to non-U.N. journals. Five libraries fully integrate their U.N. periodical holdings, and the remainder generally merge their more important titles, keeping the remainder in a separate collection arranged either by U.N. document symbol or sales number where appropriate.

Sales publications in this category are subject to greater variety in treatment. Those which are not cataloged (most libraries catalog at least some sales publications) are usually arranged by U.N. document symbol and by sales number only if a document symbol is not available. Only two libraries out of seven having uncataloged sales publications indicated a preference for an arrangement by sales number over U.N. document symbol.

In addition to cataloging records, five libraries in this group maintain U.N. document symbol check-in files, four keep sales number records, one has a title approach to separately housed sales publications (and one plans to begin a title file), and two have informal subject listings for some uncataloged documents. All the libraries in this category use the printed U.N. indexes, and two cite use of IBID as well.

Category III, libraries having a basically separate U.N. collection: Although the twenty-six libraries in this category (see Tables II and III for breakdown) maintain essentially separate U.N. collections, twenty-two place selected important titles, e.g. U.N. Statistical Yearbook elsewhere in the library. In addition, eight libraries reported merging most of their U.N. periodicals with non-U.N. journals.

As in Category II, most libraries in this group favor arranging the U.N.'s official records by issuing agency, session and catagory of publication versus an arrangement by U.N. document symbol. In this case the margin was about two to one. No library in ths category reported cataloging U.N. official records. Among those libraries which hold at least some U.N. periodicals in separate collections, five arrange them primarily by U.N. document symbol, five alphabetically by title, three by issuing agency and title, and two by sales number if possible.

There is a strong preference among libraries in Category III for arranging their sales publications by U.N. document symbol rather than by sales number. In addition, two libraries arrange sales publications by issuing agency and title. Libraries handle sales publications which do not have document symbols in a variety of ways. Five arrange them in a separate section by sales number; two prefer an arrangement by issuing

agency and title, one by title, and the reaminder did not indicate their procedures.

Despite the large number of libraries in this group who have at least some publications arranged by U.N. document symbol (16), only five libraries maintain a document symbol checklist. Sales publications fare somewhat better; ten libraries keep some form of sales number record, although only eight libraries reported arranging publications by these numbers. This discrepancy is explained by the number of libraries that maintain a cross reference file from sales number to document symbol when appropriate. All libraries having publications arranged by agency/title keep an agency/title file. Several libraries which do not arrange their documents in this manner also have an agency/title approach. In addition, eleven libraries have some form of title access to their collections.

Despite heavy reliance on U.N. produced indexes for subject access to their collections, five libraries in this group reported in-house subject access as well. Two of these are merely informal subject card files for more important titles, but three constitute a more systematic effort. One library reported a policy of assigning two subject headings to each document housed in its separate collection.

Finally, five libraries in this category (one large, three medium, and one small) reported no internal means of access to their collection at all. At the opposite extreme, one library in Category III maintained an internally developed access to their collection from almost every conceivable standpoint: U.N. document symbol, sales number, agency/title, title, and subject.

The twenty-six libraries in Category IV (with separate U.N. collections) are predominantly large in size and acquire a great variety of materials (see Tables II and III).

In arrangement of official records, policies of libraries in Category IV follow closely those of Category III. Arrangement by issuing agency, session and category of publication, as opposed to U.N. document symbol is preferred two to one. Again, a small number of libraries attempt to shelve together supplements of the same issuing agency having the same title. One library accomplished this by treating them as periodicals and shelving alphabetically by title.

Periodicals in this group are arranged either alphabetically by title (6), by U.N. document symbol (4), agency/title (2), sales number when possible (2), or by slight variations on the document symbol approach. Usually these variations represent an attempt to shelve periodicals with the same title together when their document symbols do not fall in consecutive order. Some representative techniques are to freeze the document symbol for the title or to assign the U.N. issuing agency symbol combined in some way with the title of the periodical: e.g., ST/SOA/ Bulletin of Narcotics. Two libraries reported that they assign symbols based on a cuttering of the title.

In contrast to Category III, libraries in Category IV are evenly divided between use of sales number and use of document symbol as a basis for arranging their sales publications. The count was twelve to twelve. Several libraries commented that their sales number arrangement encouraged patron browsing as well as avoiding the difficulty faced by libraries who use document symbols, i.e., what to do with sales publications which do

not have document symbols. Libraries which do use document symbols solve this particular problem in much the same manner as do libraries in other categories--most use sales numbers, others either make up U.N. document symbols or arrange by agency/title.

Three libraries have developed unique classification systems which make use of document symbols or sales numbers in some way, and unite all documents under one system. One of these systems--which used agency abbreviations, title abbreviations, and letters indicating serial or monograph--has reached its limit (10,000 volumes). The library which developed it is now planning to classify all U.N. documents according to the Library of Congress classification system.

Access to the U.N. collections found in this category follows the approaches found in Category III. Fifteen libraries maintain check-in records by U.N. document symbol. This total includes only six libraries who arrange at least some of their printed documents by U.N. symbol; the remainder are largely cross reference files or may be used for mimeographed material which is arranged by document symbol.

Fourteen libraries maintain sales number records. Again, this figure includes libraries which arrange by sales number as well as those which do not. Thirteen title files are kept, eleven agency/title, three personal author, and three official records check-in. Four libraries in all mentioned maintaining a "shelflist" but offered no further clarification.

The status of internally developed subject access to the separate U.N. collections represented in Category IV is also much the same as found in Category III. Six libraries are attempting to provide some subject approach to their collections in addition to the various printed indexes and catalogs.

On the whole these are informal card files, although in two instances a more formalized approach has been taken. Certainly the most sophisticated technique is the Keyword in Context Index which has been developed by the University of Virginia. This KWIC Index provides subject access to all sales publications of the U.N. except mimeographed materials (excluded because of their lack of unique titles) as well as the publications of about thirty other international organizations. The University of Virginia also maintains a check-in file by document symbol and, in addition, a back-up title file for new material received between computer runs (a new index is generated every quarter). (See Appendix III for a sample page of the University of Virginia's KWIC Index.).

Most libraries in Category IV reported relying on U.N. printed indexes for subject access to their collections. Three, however, did not. Two of these have internally developed subject access, the other prefers PAIS and uses IBID as well. The various catalogs published by H.M.S.O. Stationery Office which list U.N. publications were cited as another source.

TABLE II

Size of Collection by Category

		small	medium	large	unknown
(Integrated)	Category I		4	11	6
	Category II		2	8	
	Category III	1	8	16	1
(Separate)	Category IV	1	1	24	

TABLE III

Contents of Collection by Category

		Printed Only	Printed and Mimeo	Printed and Microprint	Printed Mimeo Microprint
(Integrated)	Category I	8	4	4	5
	Category II	3	3	1	3
	Category III	10	8	3	5
(Separate)	Category IV	2	10	4	10

AFFILIATED AGENCY PUBLICATIONS

Because a library's treatment of affiliated agency (WHO, FAO, etc.) documents generally did not correspond with its handling of publications from the U.N.'s main organs, we did not break down responses received to question 12 by the four categories we had developed earlier. It is clear that libraries have a greater tendency to catalog into their main collection the documents of affiliated agencies than they have to integrate the publications of the U.N.'s main bodies.

Forty-eight libraries reported cataloging affiliated agency documents and fourteen catalog at least some of these materials. Those placing these publications in a separate collection generally arrange them alphabetically by issuing agency and title (sixteen libraries). Exceptions to the above generally involve a variation on the agency/title arrangement and include those who take the intermediate step of assigning shelving symbols to each document consisting of either the acronym or shorter abbreviation of the issuing agency coupled with a Cutter number taken from the title: e.g., UNESCO's Engineering Laboratories, Series No. 2 becomes UNE/E57/(2). Several libraries arrange affiliated agency documents by issuing agency and

numbers representing various categories of publications such as FAO-1, representing the Annual Report of the Food and Agricultural Organization. Finally, one library has recently conceived of a rather unique way to arrange these documents--th. use ISBN numbers.

DOCUMENTS INDEX vs. UNDEX

Libraries ' reaction to the U.N.'s new UNDEX was another important question for us. At the time the questionnaire was conceived, the U.N. had announced no plans to cumulate the various parts of UNDEX, and we were particularly concerned about losing the primary subject approach to our separate U.N. collection. The survey showed that the lack of cumulated indexes for UNDEX was causing others to despair as well. Lack of cumulation was the single greatest complaint among those who replied to question 13. This is no surprise, since, as the results on arrangement and access indicate, most libraries maintaining separate U.N. collections (and many that do not) rely on the printed U.N. indexes, primarily UNDEX, for their subject approach. Many also rely on the U.N. indexes for cross reference between the various publication symbols and as checklists of their holdings.

While lack of cumulation was the chief complaint against UNDEX, it was not the only one. Many librarians simply do not accept the premise that multiple indexes can satisfactorily replace a single merged index. Another common complaint was the unusual listing of documents in Section A of UNDEX, e.g. General Assembly publications included only in issues 1 and 6, Security Council documents in issues UNDEX extremely complicated to use, the plan results in many documents being indexed before they are listed.

The content of the new index also came in for some criticism, although much of the criticism was conflicting. Some complained that UNDEX includes

too much material that is not available for distribution to libraries; others found the quantity of publications covered inadequate. The caliber of the subject indexing in UNDEX vs. the Documents Index also provoked dissent. Some thought it was much improved, others just the opposite.

Not all the comments about UNDEX were negative. Many feel that it is superior to the old Documents Index. Some believe that it is vastly superior. Almost everyone cited the new "Country Index" as the best part of UNDEX, since it allows users to quickly retrieve individual country voting records.

Generally, librarians' opinions of UNDEX were connected to their dependence on it for access to their collections. While there was criticism of UNDEX from all four categories of libraries, it was more prevalent among Categories III and IV, which cover libraries having separate U.N. collections. Perhaps their prevailing sentiment is best expressed by the respondent who stated, "I expect it either to improve or die."

GENERAL COMMENTS AND CONCLUSIONS

Out of this great mass of numbers and statements we can make a few general observations about libraries and U.N. documents. We discovered that among the libraries we surveyed almost all non-depository collections are acquired by standing order; and that separate collections outnumbered integrated collections by about 5 to 3 (two to one in libraries having large U.N. collections).

In terms of arrangement, there appears to be a clear preference among all libraries surveyed to house official records separately, and to organize them by issuing organ, session, and category of document. This is the case no matter how mimeographed and other printed documents are

handled. Seventy per cent of full depositories and sixty percent of all libraries receiving printed and mimeographed documents arrange official records in this manner. Even among libraries which place both mimeographed materials and printed documents in separate collections, the former are usually arranged by U.N. document symbol and the latter by organ and session. We were also surprised to learn that only four libraries with separate collections have arranged their U.N. materials consistently by document symbol. Several libraries use the document symbol for all but official records; others use them for official records but not for other categories of material.

Access to U.N. materials among the libraries surveyed takes the form of a proliferation of check-in records by document symbol, sales number, and/or agency and title files. In several instances libraries with integrated collections maintain better access by the various U.N. documents numbering systems than do the separate collections. Finally, for the separate collections, subject access is still largely synonymous with printed U.N. indexes. As reactions to UNDEX indicate, many libraries are not happy with this arrangement but most have devised no alternative.

Our survey also revealed that a sizable number of libraries are dissatisfied with their present procedures for handling U.N. materials. Although we did not specifically ask if libraries had changed or were contemplating changes in their current systems for handling these documents, many respondents volunteered this information. Almost a dozen libraries have revised or are in the process of revising the arrangement of their collections. In one memorable instance a library had switched from an integrated collection to a separate one and is currently reverting to an integrated collection again.

In short, contrary to our hopes, the survey uncovered no "preferred" way to handle U.N. materials. There appear to be almost as many procedures for handling these documents as there are libraries that acquire them. It was, however, comforting to learn that our own problems are not unique, although (like almost all of the libraries we questioned) some of our solutions are.

Appendix I

UNITED NATIONS DOCUMENTS SURVEY

SIZE AND CONTENTS

1) What is the size of your UN documents collection?

a) Small (1000 volumes or less)
b) Medium (about 1000 - 3000)
c) Large (over 3000)

2) Please indicate the kinds of UN materials you receive on a regular basis. (Check as many as necessary)

a) Printed documents
b) Mimeographed materials
c) Readex Microprint collection of UN publications

ACQUISITION

3) Are you a depository library?

a) Yes
b) No

4) If the answer to above question is no, how do you acquire UN documents?

a) Standing order
b) Individually placed orders
c) Other (please explain) _____
_____
_____

ARRANGEMENT AND ACCESS

5) Do you catalog UN documents?

a) Yes
b) No
c) Selected documents (please explain) _____
_____
_____

6) If you catalog UN documents do you provide brief or full descriptive cataloging? (Please explain and include any other special treatment these publications may receive.)

QUESTIONS 7 THROUGH 11 APPLY TO UNCATALOGED UN MATERIALS

7) What is your main subject approach to uncataloged UN documents?

a) UN Documents Index (now UNDEX)
b) IBID (International Bibliography, Information, Documentation)
c) Other (please explain) _____
_____
_____

8) Do you maintain some other internal means of access to the Collection by title, agency, personal author, sales number, etc?

a) No
b) Yes (please explain) _____
_____
_____

9) How do you arrange official records? (Please include treatment of mimeographed materials if received)

10) How do you arrange periodicals?

11) How do you arrange sales publications?

12) How do you treat material from UN affiliated agencies, i.e. WHO, FAO, etc?

a) Cataloged in main collection
b) Arranged with UN publications (please explain) _____
_____
_____
c) Other (please explain) _____
_____
_____

13) What is your opinion of the new UN UNDEX?

Any additional comments or explanations?

Thank you!

APPENDIX II

RESPONDING LIBRARIES

University of Arizona Library
Tucson, Arizona

General Library
University of Arkansas
Fayetteville, Arkansas

General Library
University of California
Berkeley, California

The Honnold Library
Associated Colleges
Claremont, California

Los Angeles Public Library
Los Angeles, California

Mary Norton Clapp Library
Occidental College
Los Angeles, California

University Research Library
University of California
Los Angeles, California

Doheny Memorial Library
University of Southern California
Los Angeles, California

San Francisco State College Library
San Francisco, California

University of California Library
Santa Barbara, California

Stanford University Libraries
Stanford, California

Norlin Library
University of Colorado
Boulder, Colorado

Denver Public Library
Denver, Colorado

Mary Reed Library
University of Denver
Denver, Colorado

Connecticut State Library
Hartford, Connecticut

Yale University Library
New Haven, Connecticut

Wilbur L. Cross Library
University of Connecticut
Storrs, Connecticut

Harold Glenn Moulton Library
Brookings Institution
Washington, D.C.

University of Florida Library
Gainesville, Florida

Robert M. Strozier Library
Florida State University
Tallahassee, Florida

Ilah Dunlap Little Memorial Library
University of Georgia
Athens, Georgia

Georgia State University Library
Atlanta, Georgia

Gregg M. Sinclair Library
University of Hawaii
Honolulu, Hawaii

University of Idaho Library
Moscow, Idaho

Delyte W. Morris Library
Southern Illinois University
Carbondale, Illinois

Swen Franklin Parson Library
Northern Illinois University
Dekalb, Illinois

Northwestern University Library
Evanston, Illinois

University of Illinois Library
Urbana, Illinois

Indiana University Library
Bloomington, Indiana

Purdue University Libraries
Lafayette, Indiana

Des Moines Public Library
Des Moines, Iowa

University of Iowa Library
Iowa City, Iowa

University of Kansas Library
Lawrence, Kansas

Margaret I. King Library
University of Kentucky
Lexington, Kentucky

Louisiana State University Library
Baton Rouge, Louisiana

Hawthorne-Longfellow Library
Bowdoin College
Brunswick, Maine

Raymond H. Fogler Library
University of Maine at Orono
Orono, Maine

Colby College Library
Waterville, Maine

Enoch Pratt Free Library
Baltimore, Maryland

Johns Hopkins University Library
Baltimore, Maryland

McKeldin Library
College Park, Maryland

Boston Public Library
Boston, Massachusetts

World Peace Foundation
Boston, Massachusetts

Widener Memorial Library
Harvard University
Cambridge, Massachusetts

University of Michigan Library
Ann Arbor, Michigan

Wayne State University Library
East Lansing, Michigan

General Library
University of Missouri
Columbia, Missouri

Don L. Love Memorial Library
University of Nebraska
Lincoln, Nebraska

Noble H. Getchell Library
University of Nevada
Reno, Nevada

Baker Library
Dartmouth College
Hanover, New Hampshire

Rutgers University Library
New Brunswick, New Jersey

Zimmerman Library
University of New Mexico
Albuquerque, New Mexico

Owen D. Young Library
St. Lawrence University
Canton, New York

Colgate University Library
Hamilton, New York

Cornell University Library
Ithaca, New York

City College of the City University
of New York Libraries
New York, New York

Council on Foreign Relations, Inc.
New York, New York

New York Public Library
New York, New York

General University Library
New York University
New York, New York

Vassar College Library
Poughkeepsie, New York

Louis Rould Wilson Library
University of North Carolina
Chapel Hill, North Carolina

William R. Perkins Library
Duke University
Durham, North Carolina

Ohio University Library
Athen, Ohio

Cleveland Public Library
Cleveland, Ohio

Carnegie Library
Oberlin College
Oberlin, Ohio

King Library
Miami University
Oxford, Ohio

William S. Rizzel Memorial Library
University of Oklahoma
Norman, Oklahoma

University of Oregon Library
Eugene, Oregon

Eric V. Hauser Memorial Library
Reed College
Portland, Oregon

Bryn Mawr College Library
Bryn Mawr, Pennsylvania

Haverford College Library
Haverford, Pennsylvania

Free Library of Philadelphia
Philadelphia, Pennsylvania

Van Pelt Library
University of Pennsylvania
Philadelphia, Pennsylvania

Brown University Libraries
Providence, Rhode Island

McKissick Memorial Library
University of South Carolina
Columbia, South Carolina

Joint Universities Libraries
Nashville, Tennessee

Mirabeau B. Lamar Library
University of Texas
Austin, Texas

University of Texas at El Paso
Library
El Paso, Texas

Marriott Library
University of Utah
Salt Lake City, Utah

Harold B. Lee Library
Brigham Young University
Provo, Utah

Guy W. Bailey Memorial Library
University of Vermont
Burlington, Vermont

Alderman Library
University of Virginia
Charlottesville, Virginia

Washington State University Library
Pullman, Washington

Henry Suzzallo Library
University of Washington
Seattle, Washington

University of Wyoming Library
Laramie, Wyoming

World Peace Foundation
Boston, Massachusetts

Pennsylvania State University Library
University Park, Pennsylvania

APPENDIX III

Sample Cards

Following are copies of sample cards which libraries forwarded to us. Although we do not have examples of all the various files, checklists, shelflists, etc. which libraries reported maintaining, the following cards represent a sizable sample of the forms of internal access which libraries have developed for their UN collections. We have also included a sample page from the University of Virginia's Keyword in Context Index.

Official Records:

21st Session
U.N. General Assembly. Official Records.
Meetings.

LIBRARY HAS THOSE THAT ARE CHECKED

1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
4	14	24	34	44	54	64	74	84	94
5	15	25	35	45	55	65	75	85	95
6	16	26	36	46	56	66	76	86	96
7	17	27	37	47	57	67	77	87	97
8	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	79	89	99
10	20	30	40	50	60	70	80	90	00

Sample A: UN document symbol checklist card.

Official Records (cont'd.)

United Nations.
Official Records. General Assembly.
14th Session - 15 Sept. - 13 Dec. 1959.

Plenary meetings: 795 - 857 (1 vol.)

Annexes: 1 vol.

Committees: General; Special Political; Ad Hoc Comm. of the Whole Assembly; 1-6.

Supplements: 1-16. See following cards for individual titles.

Index: 1 vol.

Sample B: Check-in record arranged by issuing organ, session, and category of publication.

[see below]

United Nations. Development Planning, Committee for.

Report.

1960		✓1970	6th (E/4776)
1961		✓1971	7th (E/4990)
1962		✓1972	8th (E/5178)
1963		✓1973	9th (E/5293)
1964		✓1974	10th(E/5478)
1965		1975	
✓1966	1st (E/4207)	1976	
✓1967	2nd (E/4362)	1977	
✓1968	3rd (E/4515)	1978	
✓1969	4th, 5th (E/4682)	1979	

(Lib-440)

Sample C: Agency/title access to regularly issued supplements arranged on shelf by document symbol.

Official Records (cont'd.)

United Nations. Economic and Social Council.

57th sess. Official records. Supplement.

0	
1 E/5570	
2 E/5666 2A: E/5665/Rev.1	
3 E/5672	
4	
5 E/5669	
6 E/5679	
7 E/5695 7A: E/5695/Add.1	
8 E/5670	
9 E/5628	

0
1
2
3
4
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7
8
9

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Sample D: Issuing organ, session, and category of publication access to official records arranged by document symbol.

Periodicals:

W. Monthly bulletin of statistics.
Periodical

YR.	VOL	Ja	F	Mr	Ap	My	Je	Jl	Ag	S	O	N	D	INDEX
~~19~~	~~24~~	~~1~~	~~2~~	~~3~~	~~4~~	~~5~~	~~6~~	~~7~~	~~8~~	~~9~~	~~10~~	~~11~~	~~12~~	
~~19~~	~~25~~	~~1~~	~~2~~	~~3~~	~~4~~	5	6	7	8	9	~~10~~	~~11~~	~~12~~	
~~19~~	~~26~~	~~1~~	~~2~~	3	4	5	6	7	8	9	10	11	12	
1973	27	1	2	3	4	5	6	~~7~~	~~8~~	9	10	11	12	
1974	28	~~1~~	~~2~~	~~3~~	~~4~~	5	6	7	8	9	10	11	12	

For bound vols. see (preceding card

Sample E: Periodical title card.

Sales Publications:

[ST/PSCA/SER.A/4]

United Nations. Political and Security Council Affairs, Dept. of.

Transit camps in South Africa. 1968.*

*x-subj: African, South--Race question

Sample F: Agency/title card (UN document symbol arrangement) or UN document symbol shelflist card.

U.N. 73.II.E.13

United Nations--Economic Commission for Europe

Guide on drawing up contracts for large industrial works. New York, United Nations, 1973.

iii, 32p. 23cm. ([United Nations. Document] ECE/TRADE/117)

U.N. publication. Sales no.: E.73.II.E.13.

I. Title.

Sample G: Agency/title card (UN sales number arrangement) or UN sales number shelflist card.

Sales Publications (cont'd.)

United Nations.
Sales publications. II.B. Economic development.

1969(cont.) LIBRARY HAS					1970				
E.39.1	E.39.9	E.39.17			E.1		E.17	E.25	E.33
E.39.2	E.39.10	E.39.18			E.2	(E.10)	E.18	E.26	
E.39.3	E.39.11	E.39.19			E.3	E.11	E.19	E.27	
E.39.4	E.39.12	E.39.20			E.4	E.12	E.18	E.28	
E.39.5	E.39.13	E.39.21			E.5	E.13	E.21	E.29	
E.39.6	E.39.14	(E.40)			E.6	E.14	E.22	E.30	
E.39.7	E.39.15	(E.41)			E.7	E.15	E.23	(E.31)	
E.39.8	E.39.16				E.8	E.16	E.24	E.32	

O periodical

1-8

Sample H: Numerical sales number record. Circled numbers indicate publications shelved alphabetically by title with UN periodicals.

United Nations.
Sales nos.

73 L.

0	
Cat. as: Ref JX 1977 A37	
2 ST/LIB/SER.B/E.43	
3 A/8802/Rev.1	
4 ST/LIB/SER.B/S.9	
5 ST/LIB/SER.H/2	
6 ST/LIB/SER.B/E.44	
7 ST/SG/SER.B/27	
8	
9 ST/LIB/SER.B/A.23	

0	
Yb 1	
12 ST/LIB/SER.B/T.24	
13 .no doc. no..	
14 ST/LIB/SER.B/13	
15 ST/LIB/SER.B/E.40	
16 ST/LIB/Ser.B/	
7	
8	
9	

over

(Lib-299)

Sample I: Sales number access to sales publications arranged by document symbol.

Subject Access:

[ST/PSCA/SER.A/4]

African, South--Race question

United Nations. Political and Security Council Affairs, Dept. of.

Transit camps in South Africa. 1968.

Sample J: Subject card for separate UN catalog.

Sample K: University of Virginia KWIC Index. (See attached)

	*STUDIES AND DOCUMENTS ON CULTURAL POLICIES.	
CULTURAL	CULTURAL POLICY: A PRELIMINARY STUDY (1969). *STUDIES AND DOCUMENTS ON CULTURAL POLICIES 1.	UNESCO3/C91/1
CULTURAL	CULTURAL RIGHTS AS HUMAN RIGHTS (1970). *STUDIES AND DOCUMENTS ON CULTURAL POLICIES (3).	UNESCO3/C91H
CULTURAL	DIRECTORY OF YOUTH ORGANIZATIONS IN THE MEMBER COUNTRIES OF THE COUNCIL FOR CULT URAL CO-OPERATION (1967).	CE2/Y070
CULTURAL	DISCUSSIONS ON CHILD DEVELOPMENT: A CONSIDERATION OF THE BIOLOGICAL, PSYCHOLOGI CAL, AND CULTURAL APPROACHES TO THE UNDERSTANDING OF HUMAN DEVELOPMENT AND BEHAV	WHO6/043
CULTURAL	EDUCATIONAL AND CULTURAL FILMS, EXPERIMENTS IN EUROPEAN CO-PRODUCTION BY C. H. D AND AND J. A. HARRISON (1965). *EDUCATION IN EUROPE, FILM AND TELEVISION NO. 5.	CE3/ED8F/5
CULTURAL	EQUIVALENCE OF DIPLOMAS, DEGREES AND CERTIFICATES: A COLLECTION OF COUNTRY REPO RTS FROM MEMBER STATES OF THE COUNCIL FOR CULTURAL COOPERATION (1972).	CE2/062
CULTURAL	FACILITIES FOR CULTURAL DEMOCRACY, ROTTERDAM SYMPOSIUM ON SOCIO-CULTURAL FACILII IES...1970.	CE6/039
CULTURAL	MANAGING FACILITIES FOR CULTURAL DEMOCRACY (1973).	CE2/C91/2
CULTURAL	PRINCIPLE OF CULTURAL CO-OPERATION BY S. LEWIS (1971). *REPORTS AND PAPERS ON MASS COMMUNICATION NO. 61.	UNESCO3/C73/61
CULTURAL	PROTECTION OF MANKIND S CULTURAL HERITAGE, SITES AND MONUMENTS (1970). *UNESCO AND ITS PROGRAMME.	UNESCO3/P94/6
CULTURAL	PROTECTIVE INVENTORY OF THE CULTURAL HERITAGE (I.E.C.H.) BASED ON THE PALMA RECO MMENDATION . . . . (1962).	CE2/C91
CULTURAL	SOME ASPECTS OF CULTURAL POLICIES IN INDIA BY K. M. VATSYAYAN (1972).	UNESCO3/C91I/2
CULTURAL	SOME ASPECTS OF FRENCH CULTURAL POLICY BY THE STUDIES AND RESEARCH DEPARTMENT OF THE FRENCH MINISTRY OF CULTURE (1970). *STUDIES AND DOCUMENTS ON CULTURAL POLICIES 5.	UNESCO3/C91/5
CULTURAL	STATUTES OF THE INTER-AMERICAN COUNCIL AND PRINCIPLES AND STANDARDS TO GOVERN THE COMMITTEE FOR CULTURAL ACTION (1957).	PAU5/C90/957
CULTURAL	STUDENTS AS LINKS BETWEEN CULTURES: A CROSS CULTURAL SURVEY BASED ON UNESCO STU DIES ED. BY I. EIDE (1970).	UNESCO2/ST9
CULTURAL	STUDIES AND DOCUMENTS ON CULTURAL POLICIES.	UNESCO3/C91
CULTURAL	STUDIES AND DOCUMENTS ON CULTURAL POLICIES.	UNESCO3/C91/NO.